

1 November 1983

MEMORANDUM TO: Chief, Logistics Services Division

STAT FROM: [REDACTED]  
Chairman, Fine Arts Commission  
STAT SUBJECT: [REDACTED]

1. In my capacity as Chairman of the Agency's Fine Arts Commission, I would like to express formally my deep appreciation for the fine work performed on behalf of the FAC [REDACTED]. It is not an overstatement to say that without diligent, thoughtful and dedicated support such as she provides the FAC would be unable to carry out its important work on behalf of the Agency and its employees.

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2. Appointed members of the Commission, Chairpersons included, come and go. What continuity the program has is provided by a Consultant who is a part of your staff in LSD. Fortunately for me, as for my immediate predecessor as Chairman, the current Consultant, [REDACTED] is a person of great talent, enthusiasm, drive and, best of all, solid common sense. I frankly do not know what I would have done had she not been available to provide me with a dependable action arm when there were Commission decisions to be implemented.

3. I could not begin to catalog the many activities on which we have collaborated, but let me list a few. She played a key role in the selection of an artist to paint the DCI's portrait, and arranged for the necessary contract. She handled all of the arrangements for the restoration of the existing collection of DCI portraits. She is arranging for and will oversee the contract for a replacement for a DCI portrait which is beyond restoration, the first of several such replacements. She helped in the selection of replacement paintings from the Melzac Collection, and oversaw the hanging of these works. She administers our insurance program for the protection of art works in residence here. She developed proposals for and negotiated agreement on the redecoration of the Operations Center. She arranged for and supervised the installation of a new bulletin board for the Suggestion and Achievement Awards Committee. She often helps with the installation of new shows in the Exhibit Hall and looks after the condition of the display panels used for those exhibits. She monitors our occasional contracts with the firm which we use to move works of art, for example the movement of the bronze bust of Vice President Bush from his home to Headquarters and return. She managed (and continues to manage) the

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entire project to equip the Headquarters Building and grounds with attractive, coordinated signs, an effort which would have cost materially more had it been done under contract. This list covers only a few of the projects in which [redacted] has played a key role.

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4. In dealing with these various requirements I have found [redacted] to be a careful, thoughtful, thorough professional. I have been struck by the accuracy of her work, and the dependability of her reporting. Her recommendations are sound, and when she undertakes a task you know it will be completed on time and with full attention to all peripheral details.

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5. I would be grateful if you would make my appreciation and my high regard to [redacted] support a matter of formal record, perhaps by reference in her next PAR. I would also appreciate it if this memorandum could be made a part of her official personnel file.

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cc: D/Logistics  
DDA

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[redacted] (1 Nov 83)

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Distribution:

[redacted] + FAC Files